

1 **R277. Education, Administration.**

2 **R277-459. Classroom Supplies Appropriation.**

3 **R277-459-1. Definitions.**

4 A. "Board" means the Utah State Board of Education.

5 B. "Classroom teacher" definition criteria:

6 (1) Eligible teachers shall be in a permanent teacher
7 position filled by one teacher or two or more job-sharing
8 teachers employed by a school district, the Utah Schools for
9 the Deaf and the Blind, or charter schools.

10 (2) Eligible teachers are licensed personnel, and paid on
11 a school district's salary schedule or a charter school's
12 salary schedule.

13 (3) Teachers shall be employed for an entire contract
14 period.

15 (4) The teacher's primary responsibility shall be to
16 provide instructional or a combination of instructional and
17 counseling services to students in public schools.

18 C. "Comprehensive Administration of Credentials for
19 Teachers in Utah Schools (CACTUS)" means the electronic file
20 maintained on all licensed Utah educators. The file includes
21 such as:

22 (1) personal directory information;

23 (2) educational background;

24 (3) endorsements;

25 (4) employment history;

26 (5) professional development information; and

27 (6) a record of disciplinary action taken against the
28 educator. All information contained in an individual's CACTUS
29 file is available to the individual, but is classified private
30 or protected under Section 63G-2-302 or 305 and is accessible
31 only to specific designated individuals.

32 D. "Field trip" means a district, or school authorized
33 excursion for educational purposes.

34 E. "First year classroom teacher/intern" means any
35 teacher who has no experience posted in the teacher's CACTUS
36 file in the school/school district in which the teacher is
37 currently assigned as of the November 15 CACTUS update.

F. "Intern" means a teacher education student, who, in an advanced stage of preparation, usually as a culminating experience, may be employed in a school setting for a period of up to one year and receive salary proportionate to the service rendered. An intern is supervised primarily by the school system but with a continuing relationship with college personnel and following a planned program designed to produce a demonstrably competent professional. An intern is licensed under a letter of authorization consistent with R277-503, Licensing Routes.

G. "Second year through fifth year classroom teacher" means any teacher who has one to four years of experience in the teacher's CACTUS file as of the November 15 CACTUS file.

H. "Teaching supplies and materials" means both expendable and nonexpendable items that are used for educational purposes by teachers in classroom activities and may include such items as:

(1) paper, pencils, workbooks, notebooks, supplementary books and resources;

(2) laboratory supplies, e.g. photography materials, chemicals, paints, bulbs (both light and flower), thread, needles, bobbins, wood, glue, sandpaper, nails and automobile parts;

(3) laminating supplies, chart paper, art supplies, and mounting or framing materials;

(4) Th[is]e definition of teaching supplies and materials should be broadly construed in so far as the materials are used by the teacher for instructional purposes or to protect the health and safety of teachers in [classrooms,] instructional or lab settings, or in conjunction with field trips.

I. "USOE" means the Utah State Office of Education.

R277-459-2. Authority and Purpose.

A. This rule is authorized under Utah Constitution Article X, Section 3 which gives general control and supervision of the public school system to the Board, by

74 Section 53A-1-402(1)(b) which directs the Board to establish
75 rules and minimum standards for school programs, and by state
76 legislation which provides a designated appropriation for
77 teacher classroom supplies and materials.

78 B. The purpose of this rule is to distribute money
79 through school districts, the Utah Schools for the Deaf and
80 the Blind, or charter schools to classroom teachers for school
81 materials, ~~[and] supplies, [and] field trips, and purposes or~~
82 equipment that protect the health and safety of teachers.

83 **R277-459-3. Distribution of Funds.**

84 A. The USOE shall generate from the CACTUS database a
85 teacher count of the full-time classroom teachers consistent
86 with S.B. 2, Section 30, 2008 Legislative Session, for each
87 school district, the Utah Schools for the Deaf and the Blind,
88 or charter schools as of November 15 of each year.

89 B. For the \$7,500,000 portion of the classroom supplies
90 appropriation for 2008, the Board shall distribute funds to
91 school districts, charter schools and the Utah Schools for the
92 Deaf and the Blind based on data submitted to the CACTUS
93 database consistent with S.B. 2, Section 30, 2008 Legislative
94 Session.

95 C. School districts, charter schools and the Utah
96 Schools for the Deaf and the Blind shall distribute funds for
97 classroom supplies consistent with the amounts for salary
98 schedule steps and teaching assignments designated in S.B. 2,
99 Section 30, 2008 Legislative Session.

100 D. Following the distribution of the \$7,500,000 portion
101 of the classroom supplies appropriation, the Board shall
102 distribute the \$2,500,000 portion of the classroom supplies
103 appropriation for 2008, consistent with the following:

104 (1) First year teachers shall receive a \$500 classroom
105 stipend.

106 (2) The remaining funds shall be distributed only to
107 teachers in their second through fifth years of teaching
108 consistent with the following:

109 (a) Second year teacher shall receive up to 80 percent of

the first year teacher amount.

(b) third year teacher shall receive up to 60 percent of the first year teacher amount.

(c) fourth year teacher shall receive up to 40 percent of the first year teacher amount.

(d) fifth year teacher shall receive up to 20 percent of the first year teacher amount.

E. Individual teachers shall designate the uses for their allocations consistent with the criteria of this rule. School districts/charter schools and other eligible schools shall develop policies, procedures and timelines to facilitate the intent of the appropriation.

F. Each school district/charter school shall ensure that each eligible individual has the opportunity to receive the proportionate share of the appropriation.

G. If a teacher has not spent or committed to spend the individual allocation by April 1, the school or district may make the excess funds available to other teachers or may reserve the money for use by eligible teachers the following year.

H. These funds shall supplement, not supplant, existing funds for identified purposes.

I. These funds shall be accounted for by the school district/charter school or eligible school using state and school district procurement and accounting policies.

J. The funds and supplies purchased with the funds are the property of the school district, the Utah Schools for the Deaf and the Blind, or charter schools.

(1) Employees do not personally own materials purchased with designated public funds.

(2) A school district or charter school may by policy allow individual teachers to use supply funds to protect teacher health and safety with consumable materials that may not be able to be reused by the school.

R277-459-4. Other Provisions.

A. Districts, the Utah Schools for the Deaf and the

146 Blind, or charter schools shall allow, but not require,
147 teachers to jointly use their allocations.

148 B. School districts, the Utah Schools for the Deaf and
149 the Blind, and charter schools may carry over these funds, if
150 necessary.

151 **KEY: teachers, supplies**

152 **Date of Enactment or Last Substantive Amendment: [~~November 10,~~**
153 **~~2008~~]2010**

154 **Notice of Continuation: July 6, 2005**

155 **Authorizing, and Implemented or Interpreted Law: Art X Sec 3;**
156 **53A-1-402(1)(b)**